

Electronic Bankruptcy Noticing

Implementation Guide

May 2000

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I. Introduction

Electronic Bankruptcy Noticing (EBN) is the result of an effort by the United States bankruptcy courts to provide noticing services in a convenient format to recipients, while at the same time reducing the delivery time and the postage costs associated with the US Mail. Three methods are available to notice recipients:

1. Internet E-Mail - For recipients who want the speed and convenience of receiving notices on line.
2. Fax - For recipients who don't want to set up an Internet E-Mail account, but do want to eliminate mail pieces.
3. EDI – For high-volume recipients (200 or more notices per week) who want to automatically process data using computer database to computer database transfers. Contact the BNC at 877-837-3424 to learn more about EDI noticing.

There are two key organizations involved in the EBN process. They are:

1. The Bankruptcy Noticing Center (BNC) – A private contractor the Judiciary hired to provide noticing services for the Bankruptcy Courts.
2. Bankruptcy clerk's office EBN Coordinator (each district has one) – The person at the US Bankruptcy Court clerk's office who coordinates all aspects of implementing electronic noticing on behalf of that bankruptcy court.

For more details about all facets of the electronic noticing program, please visit our web site at www.ebnuscourts.com.

II. Basics for Becoming an E-Mail Noticing Recipient

The process of becoming an Electronic Bankruptcy noticing recipient using Internet E-Mail is straightforward. Here are the steps required to become an Internet E-Mail notice recipient:

1. Have an E-Mail provider that is DSN-compliant - i.e., capable of returning to the BNC a Delivery Status Notification (DSN). The DSN provides confirmation that the E-Mail sent by the BNC was delivered to your mailbox. DSN is required in order to comply with Federal Rule of Bankruptcy Procedure 9036 and provides assurance to you and the court that notices were successfully delivered. Initial results from E-Mail testing by the BNC indicate that a number of E-Mail providers are not DSN-compliant (e.g., AOL, Yahoo, MSN, Mindspring). If your E-Mail provider is not DSN-compliant you will need to open a DSN-compliant mailbox in order to receive notices via E-Mail. To see a list of DSN-compliant E-Mail providers or have your current E-Mail tested for DSN compliance please visit our web site at www.ebnuscourts.com or call our toll free support number at 877-837-3424.
2. Have Adobe Acrobat PDF reader software Version 4.0 or higher installed on your PC. If you do not have this software you can download it free of charge from www.adobe.com/prodindex/acrobat/readstep.html.

3. Sign a Noticing Agreement. Some courts use a court review sign-up process for implementing Noticing Agreements, while other courts have delegated the sign-up process to the BNC. To see a list of courts currently participating in EBN, which services are offered, and which Noticing Agreement to sign (see Appendix A & B) please visit our web site at www.ebnuscourts.com or call our toll free support number at 877-837-3424.

III. How E-Mail Works

A. Delivery Status Notification (DSN) Requirement

E-Mail noticing recipients must have an E-Mail provider that is DSN-compliant - i.e., capable of returning to the BNC a Delivery Status Notification (DSN). The DSN provides confirmation that the E-Mail sent by the BNC was delivered to your mailbox. DSN is required in order to comply with Federal Rule of Bankruptcy Procedure 9036 and provides assurance to you and the court that notices were successfully delivered. Initial results from E-Mail testing by the BNC indicate that a number of E-Mail providers are not DSN-compliant (e.g., AOL, Yahoo, MSN, Mindspring). If your E-Mail provider is not DSN-compliant you will need to open a DSN-compliant mailbox in order to receive notices via E-Mail. To see a list of DSN-compliant E-Mail providers or have your current E-Mail tested for DSN compliance please visit our web site at www.ebnuscourts.com or call our toll free support number at 877-837-3424.

B. Redundant Mode

1. Upon receipt of your completed Noticing Agreement, the BNC will conduct a test to confirm that your E-mail account is working and that your E-Mail provider is DSN-compliant. Your E-mail provider must be able to return a Delivery Status Notification (DSN) receipt to the BNC, which provides confirmation that the E-Mail sent by the BNC was delivered to your mailbox.
2. E-Mail service will be initiated approximately two weeks after you complete and return the Noticing Agreement.
3. During the first 30 days of EBN service, the BNC will send the notice electronically as well as mail the paper copy so that you may confirm the process is working properly.
4. Upon expiration of the 30 day redundant mode (redundant mode begins from the date the BNC sets up your service, not the date of your first EBN notice) all future notices processed by the BNC for this court will only be sent electronically without further notice. Call the BNC at 877-837-3424 if you have other specific needs.

C. Name and Address Matching

When you fill in the Noticing Agreement you must identify the name(s) and address(s) and name synonyms (spelling variations of your name) to which electronic notices are to be sent. Some courts maintain a list of standardized names and addresses for some recipients (e.g., attorneys admitted to practice before the court). You may contact the clerk's office EBN coordinator to see if they have you listed. The address(s) that you list must contain a Zip+4 (9-digit) Zip Code. If you do not know your Zip+4 you can find it by going to <http://www.usps.com/ncsc/lookups/lookups.htm>.

1. The BNC determines that a notice should be sent electronically by comparing the name synonyms and addresses listed on your Noticing Agreement with the names and addresses that the debtor lists on his petition. The BNC software will attempt to match the name (without punctuation) and address and send the notice electronically. (*See VII. EBN Name and Address Matching Process for details and examples*).
2. If the recipient name and address in the court's notice instructions do not match the name(s) and address(s) on the Noticing Agreement, the BNC will mail the notice via the US postal service. If applicable, contact the court EBN coordinator (see the EBN web page for a list of court contacts) to add additional names and addresses that debtors designate for you or your company.
3. If your Noticing Agreement is required to be submitted to the court you must notify the EBN coordinator in each court should your E-mail or any names and addresses used for electronic noticing change.
4. If your Noticing Agreement was submitted directly to the BNC you must notify the BNC should your E-mail or any names and addresses used for electronic noticing change.

D. E-Mail Transmission

The BNC will transmit the E-Mail each evening. The following guidelines apply to E-Mail transmission:

1. The BNC maintains a record confirming delivery of the electronic notice. If the BNC is unable to confirm receipt of the delivery for any reason, the notice will be printed and mailed the following day.
2. Should electronic noticing delivery to you be unsuccessful three consecutive times, the service will be terminated without further notice and only mailed copies will be sent. You must contact the court EBN coordinator or the BNC to resolve the issue and have electronic noticing service reinstated.
3. The BNC is not responsible for notices that are acknowledged but your ISP software incorrectly deletes the E-Mail for any reason, e.g., if the ISP makes an incorrect determination that the notices are unsolicited "junk" E-Mail.
4. The BNC will not retransmit notices. Contact the court to get another copy.
5. Not all notices you may receive in a case are processed through the BNC. Notices generated by trustees, attorneys, debtors, and some court-generated notices or orders will continue to be mailed to the address of record at the court.

E. E-Mail Format

Those who use the E-Mail service will receive notices as PDF (Portable Document Format) file attachments. PDF is a cross-platform, fully searchable, open file format that retains the fidelity of original documents and has gained acceptance as the standard file format for electronic document distribution and printing.

PDF files can be shared, viewed and printed by anyone with a free Adobe Acrobat^(R) Reader. The Adobe Acrobat Reader software, which allows customers to view, navigate and print documents in PDF directly from within their Web browsers, is available for all major computer platforms including Windows^(R), Macintosh^(R), Unix, and LINUX.


E-Mail recipients can select one of the following options for PDF file attachments:

1. An E-Mail that has a single PDF file attachment, up to 2MB in size, containing multiple notices. (Example: 20 notices would be sent as 1 E-Mail with 1 PDF file attachment). A separate E-Mail will be sent when the file attachment size exceeds 2MB. Any single notice exceeding 2MB (a rare occurrence) will be sent via the U.S. Mail. If a method is not chosen on the Noticing Agreement this will be the method used.
2. A single E-Mail for each notice, with one PDF file attachment, up to 2MB in size, per E-Mail. (Example: 20 notices would be sent as 20 E-mails, each E-Mail with one PDF file attachment). Any single notice exceeding 2MB (a rare occurrence) will be sent via the U.S. Mail.
3. An E-Mail that has multiple PDF file attachments (up to 25), each attachment containing 1 notice. (Example: 20 notices would be sent as 1 E-Mail with 20 PDF file attachments). The combined file attachment(s) size is limited to 2MB. A separate E-Mail will be sent when either the number of attachments exceeds 25 or the combined file attachment(s) size exceeds 2MB. Any single notice exceeding 2MB (a rare occurrence) will be sent via the U.S. Mail.

Each E-Mail will formatted as follows (see Figure 1):

1. A subject header containing the BNC E-Mail serial number and your Noticing ID number. The serial number increases each time you are sent a message in order to help you determine that you have received all your E-Mails.
2. Text that describes the number of notices and total notice pages contained in PDF notice file attachment.
3. Text that shows the name & address of the recipient, case number, court form code, and originating court for each notice contained in the PDF notice file attachment.

Figure 1 - Example of E-Mail Format

To: Spec.Proc@ccmail.irs.gov	
Cc:	
Subject: BNC E-mail # 43 to TP 2	
<hr/>	
Internal Revenue Service Main Justice Bldg. Rm. 511 Constitution Ave. & 10 th St. NW Washington DC 20530	
This E-mail contains 6 notices totaling 12 pages. Your E-mails are serialized; this is number 43. Please do not reply to this E-mail. This is automatically generated message.	
94-62302, 178, Atlanta Internal Revenue Service District Director PO Box 1082 Atlanta, GA 30370	← Case #, Court form code, Originating court office
95-69932, 178, Atlanta IRS POB 995, Stop 334-D Atlanta, GA 30370	
99-74568, 155, Atlanta Internal Revenue Service Attn Bankruptcy Unit 11 Box 995 Stop 335D Atlanta GA 30370	
99-74568, 155, Atlanta Internal Revenue Service Bankruptcy Insolvency PO Box 995 Stop 334 D Atlanta GA 30070	
99-78566, B9A, Atlanta Internal Revenue Service Attn Bankruptcy Unit 11 Box 995 Stop 335D Atlanta GA 30370	
99-78566, B9A, Atlanta IRS District Director PO Box 1082 Atlanta GA 30370	
 - BNC00043.PDF	

IV. Basics for Becoming a Fax Noticing Recipient

The process of becoming an Electronic Bankruptcy noticing recipient using Fax is straightforward. Here are the steps required to become a Fax notice recipient:

1. Have an open Fax line and working machine in place for notice transmittals in the evenings.
2. Sign a Noticing Agreement. Some courts use a court review sign-up process for implementing Noticing Agreements, while other courts have delegated the sign-up process to the BNC. To see a list of courts currently participating in EBN, which services are offered, and which Noticing Agreement to sign (see Appendix A & B) please visit our web site at www.ebnuscourts.com or call our toll free support number at 877-837-3424.

V. How Fax Works

A. Redundant Mode

1. Fax service will be initiated approximately two weeks after you complete and return the Noticing Agreement.
2. The BNC will initially conduct a test to confirm that your Fax number and machine is working.
3. During the first 30 days of EBN service, the BNC will send the notice electronically as well as mail the paper copy so that you can confirm the process is working properly.
4. Upon expiration of the 30 day redundant mode (redundant mode begins from the date the BNC sets up your service, not the date of your first EBN notice) all future notices processed by the BNC for this court will only be sent electronically without further notice. Call the BNC at 877-837-3424 if you have other specific needs.

B. Name and Address Matching

When you fill in the Noticing Agreement you must identify the name(s) and address(s) and name synonyms (spelling variations of your name) to which electronic notices are to be sent. Some courts maintain a list of standardized names and addresses for some recipients (e.g., attorneys admitted to practice before the court). You may contact the clerk's office EBN coordinator to see if they have you listed. The address(s) that you list must contain a Zip+4 (9-digit) Zip Code. If you do not know your Zip+4 you can find it by going to <http://www.usps.com/ncsc/lookups/lookups.htm>.

1. The BNC determines that a notice should be sent electronically by comparing the name synonyms and addresses listed on your Noticing Agreement with the names and addresses that the debtor lists on his petition. The BNC software will attempt to match the name (without punctuation) and address and send the notice electronically. (*See VII. EBN Name and Address Matching Process for details and examples*).
2. If the recipient name and address in the court's notice instructions do not match the name(s) and address(s) on the Noticing Agreement, the BNC will mail the notice via the US postal service. If applicable, contact the court EBN coordinator (see the EBN web page for a list of court contacts) to add additional names and addresses that debtors designate for you or your company.

3. If your Noticing Agreement was submitted to the court you must notify the EBN coordinator in each court should your Fax or any names and addresses used for electronic noticing change.
4. If your Noticing Agreement was submitted directly to the BNC you must notify the BNC should your Fax or any names and addresses used for electronic noticing change.

C. Fax Transmission

Faxing will begin each evening at the first possible time after the notice data has been formatted by the BNC and a BNC communications line becomes available. The following guidelines apply:

1. The BNC will make three attempts to deliver the notice(s) by Fax. If there is a failure during transmission, the transmission will begin again at the beginning of the Fax job (the cover sheet). If a confirmation of receipt is not received within three attempts, the document will be mailed the following day.
2. Confirmation of receipt will consist of a Fax log acknowledging successful transmission.
3. Should electronic noticing delivery to you be unsuccessful three consecutive times, the service will be terminated without further notice and only mailed copies will be sent. You must contact the court EBN coordinator or the BNC to resolve the issue and have electronic noticing service reinstated.
4. The BNC will not retransmit notices. Contact the court to get another copy.
5. Fax resolution (print quality) will be determined by your receiving Fax machine. The common CCITT Group 3 Fax standards will be used.
6. Not all notices you may receive in a case are processed through the BNC. Notices generated by trustees, attorneys, debtors, and some court-generated notices or orders will continue to be mailed to the address of record at the court.

D. Fax Format

The BNC will include one Fax coversheet per recipient for all notices from the same district showing the name and address of the recipient, case number, court form code, originating court, date, and the total number of pages included in the Fax. A notice or a combined Fax will not exceed 30 pages. If a single notice exceeds 30 pages it will be mailed, not Faxed. If a combined Fax exceeds 30 pages, the Fax will be broken into segments, with no Fax segment containing more than 30 pages.

Figure 2 - Example of Fax Format

Electronic Bankruptcy Notification For the Eastern District of New York	
John Smith 106 Veterans Memorial Highway Hauppauge, New York 17718	BNC Trading Partner #32 FAX phone # 615-631-9068
This fax contains 2 notices totaling 4 pages (excl coversheet). Your faxes are serialized; this is number 5.	
Case #, Court Form Code, Originating Court Office	Addressed to:
50-50001, 213, Brooklyn	JOHN SMITH, 106 VETERAN MEMORIAL HIGHWAY, HAUPPAUGE NY 17718
50-50001, 213, Brooklyn	JOHN SMITH, 106 VETERAN MEMORIAL HIGHWAY, HAUPPAUGE NY 17718

VI. Guidelines for Providing Names & Addresses

When you fill in the Noticing Agreement you must identify the name(s) and address(s) and name synonyms (spelling variations of your name) to which electronic notices are to be sent. Some courts maintain a list of standardized names and addresses for some recipients (e.g., attorneys admitted to practice before the court). You may contact the clerk's office EBN coordinator to see if they have you listed. The address(s) that you list must contain a Zip+4 (9-digit) Zip Code. If you do not know your Zip+4 you can find it by going to <http://www.usps.com/ncsc/lookups/lookups.htm>. You may add to, subtract from, or otherwise modify this list from time to time. The following rules should be observed when submitting the list:

A. Standard

1. Initial list - If you are submitting names and addresses based upon one name, you should fill in the required area of the Noticing Agreement (Appendix A) or attach a list, as appropriate. If the list includes 10 or more name and address entries see the instructions Electronic File Formats (Appendix G), for providing electronic name and address files.
2. Changes to list - You may update the initial list of names and addresses provided in the Noticing Agreement using the following guidelines:
 - If the court(s) you have selected uses a court review sign-up process for implementing EBN Noticing Agreements, use the Name & Address Change Form in Appendix E. Fill in the appropriate information, sign it, and send the signed form and updated list to the court(s).

- If the court(s) you have selected has delegated the sign-up process for implementing EBN Noticing Agreements to the BNC use the Name & Address Change Form in Appendix F. Fill in the appropriate information, sign it, and Fax the signed form and updated list to the Bankruptcy Noticing Center (BNC) at 703-758-7370. Also, send a copy of the change form and a hard copy of the updated name and address list to each court with which you have a Noticing Agreement.
- If your list includes 10 or more name and address entries see the instructions Electronic File Formats (Appendix G), for providing electronic name and address files.
- If you are not sure which Name & Address Change Form to use you can visit our web site at www.ebnuscourts.com or call our support number at 877-837-3424.

B. Evidence of Authority - Related Names

1. Initial List - If you are submitting names and addresses based upon multiple, related company names (i.e., parent or subsidiary, or attorneys in a law firm), the list should be entered into the form titled Evidence of Authority - Related Names (Appendix C) and attached to the Noticing Agreement. If the list includes 10 or more name and address entries see the instructions, Electronic File Formats, for providing electronic name and address files.
2. Changes to list - You may update the initial Related Names synonym list of names and addresses. Use the Evidence of Authority Related Names form to fill in the updated names and addresses. Send the form and a hard copy of the changes to each court with which you have a Noticing Agreement. The courts will forward the information to the BNC. If the list includes 10 or more name and address entries see the instructions, Electronic File Formats, for providing electronic name and address files.

C. Evidence of Authority - Authorized Agent

1. Initial List - If you are submitting a list as an agent of another company, the list should be entered into the form titled Evidence of Authority - Authorized Agent (Appendix D) and attached to the Noticing Agreement. If the list includes 10 or more name and address entries see the instructions, Electronic File Formats, for providing electronic name and address files.
2. Changes to list - You may update the initial Authorized Agent synonym list of names and addresses. Use the Evidence of Authority - Authorized Agent form to fill in the updated names and addresses. Send the form and a hard copy of the changes to each court with which you have a Noticing Agreement. The courts will forward the information to the BNC. If the list includes 10 or more name and address entries see the instructions, Electronic File Formats, for providing electronic name and address files.

VII. EBN Name & Address Matching Process

When you fill in the Noticing Agreement you must identify the name(s) and address(s) and name synonyms (spelling variations of your name) to which electronic notices are to be sent. Some courts maintain a list of standardized names and addresses for some recipients (e.g., attorneys admitted to practice before the court). You may contact the clerk's office EBN coordinator to see if they have you listed. The address(s) that you list must contain a Zip+4 (9-digit) Zip Code. If you do not know your Zip+4 you can find it by going to <http://www.usps.com/ncsc/lookups/lookups.htm>.

The BNC maintains the name(s) and address(s) you attach to your Noticing Agreement in a database list that determines whether court notices will be generated as a printed notice or as an E-Mail or Fax notice. The BNC will use the following process to determine if the name and address combination provided by the debtor (please remember that the debtor submits the name and address used by the court) matches one in the BNC database:

A. Matching Procedure

1. The notice recipient name submitted by the debtor is normalized. Commas and periods are converted to spaces. Extraneous spaces are removed from the name.
2. The normalized name is compared to the name synonyms listed on your Noticing Agreement that are maintained in the BNC database synonym list. A match occurs if the name matches one of the names in the BNC database. Titles count (Mr, Ms, Dr), but the match is not case sensitive. If no match is made the matching process fails at this point.
3. The notice recipient address submitted by the debtor is examined by USPS-certified address processing software to ensure that it is a valid (deliverable) address. If the address submitted by the debtor is insufficient for the software to produce a valid 9-digit zip code, the matching process fails. If a valid 9-digit zip code is produced, the BNC will modify the zip code provided if necessary.
4. The valid 9-digit zip code produced in step 3 is compared to the 9-digit zip codes provided in your Noticing Agreement that are maintained in the BNC database. If no match is made the matching process fails at this point.
5. If the notice recipient name and address do match the name(s) and address(s) in the BNC database, the BNC will E-Mail or Fax the notice.
6. If the notice recipient name and address do not match the name(s) and address(s) in the BNC database, the BNC will mail the notice via the US Postal Service.

If applicable, contact the court EBN Coordinator or the BNC (see Appendix E and F) to add additional names and addresses that debtors designate for you or your company. You must notify the EBN Coordinator in each court should your e-mail or any names and addresses used for electronic noticing change.

B. Matching Examples

Note: The name AND address must match in order for the notice to be sent electronically.

Example 1 - Name Matching

Name(s) Provided by Noticing Partner	Robert Smith Bob Smith R. Smith Robert Smith, Esq.	
Name(s) Provided by Debtor(s)	BNC Matches Name Provided by Debtor	Reason
B. Smith Mr. Robert Smith Robert Smith esq R Smith	No No Yes Yes	Normalizes ".", can't match "B" Normalizes ".", can't match "Mr" Normalizes ",", "." & case Normalizes "."

Example 2 - Address Matching

Address(s) Provided by Noticing Partner	Address(s) Provided by Debtor(s)	BNC Matches Address Provided by Debtor	Reason
11400 Commerce Park Drive Ste 600 Reston, VA 20191-1549	11400 Commerce Park Drive Reston Va 20191	Yes	Software produces valid 4-digit zip "1549", doesn't need Ste #
	11400 Commerce Park Drive Ste 600 Reston Va 20191	Yes	Software produces valid 4-digit zip "1549"
	1140 Commerce Park Drive Reston Va 20191	No	"1140" is invalid street #
	11400 Commerce Park Drive Suite 300 Reston, VA 20191-1526	Yes	Software produces valid 4-digit zip "1549" to replace "1526", doesn't need Ste #
	11400 Commerce Park Dr Ste 600 Reston VA 20190	Yes	Software produces valid 9-digit zip "20191-1549" to replace "20190"
	Commerce Park Drive Reston VA 20191-1549	No	No street #

VIII. How to Get Support

The BNC provides toll free help desk support for all aspects of EBN at 877-837-3424.

Appendix A - Noticing Agreement - Send to Court

The court you have selected uses a court review sign-up process for implementing EBN Noticing Agreements. Fill in the appropriate data on the attached agreement, sign it and send it to the court (see Appendix H for court address). You must have an agreement with each court from which you wish to receive electronic notices. You may become either an E-Mail Noticing or a Fax Noticing with each court, but not both.

United States Bankruptcy Court
District of _____
Local Court Monitoring Agreement
Electronic Bankruptcy Noticing Agreement

(To initiate electronic bankruptcy noticing via fax or Internet e-mail with PDF attachment.)

Company or Law Firm Name of Subscriber: _____
OR Individual Name of Subscriber: _____

The court is requested to transmit bankruptcy notices electronically through the Bankruptcy Noticing Center (BNC) pursuant to Federal Rule of Bankruptcy Procedure 9036.

This Agreement is provided by the U.S. Bankruptcy Court and may not be altered or changed in any manner. If you, or your company, wish to receive bankruptcy notices from this court electronically instead of through the US mail, please complete this Agreement indicating one of the electronic methods offered and return it to the Bankruptcy Court Clerk's Office - attention EBN Coordinator.

For Additional Information: EBN web page www.EBNuscourts.com and toll free help line 1-877-837-3424

How the Program Works:

Redundant Mode. Entities that complete and return this form to the clerk's office EBN Coordinator will have EBN service initiated through the court's BNC in approximately two weeks. If you choose the Internet e-mail with a copy of the notice attached in Adobe Portable Document Format (PDF) format method, your e-mail system must return a Delivery Status Notification (DSN) receipt upon notice delivery. For a list of known DSN e-mail providers and a link to download the required free PDF viewer software from Adobe Systems, visit the EBN web page at : <http://www.EBNuscourts.com>. The BNC will initially conduct a test to confirm that your e-mail account will return the required DSN receipt or that the fax number is working. During the first 30 days of EBN service, the BNC will send the notice electronically as well as mail the paper copy to allow you to confirm the process is working properly. Whether fax or e-mail, upon expiration of the 30 day redundant mode (redundant mode begins from the date the BNC sets up your service, not the date of your first EBN notice) all future notices processed by the BNC for this court will only be sent electronically without further notice.

Name Matching. The BNC software will attempt to match the name and address provided on this form to the address included in the court's notice instructions. In most cases, the addresses in the court's computer files are provided by the debtor. The BNC software will attempt to match the name (without punctuation) and address and send the notice electronically. If the recipient name and address in the court's notice instructions do not match the name and address on this form, the BNC will mail the notice. If applicable, submit additional names and addresses that debtors designate for you or your company to the court EBN Coordinator. **You must notify the court EBN Coordinator should your e-mail, fax, or names and addresses used for electronic noticing change.**

In Case of Error. The BNC maintains a record confirming delivery of the electronic notice. If the BNC is unable to confirm receipt of the delivery for any reason, the notice will be printed and mailed the following day. The BNC will not retransmit notices. Should electronic noticing delivery to you be unsuccessful three consecutive times, the service will be terminated without further notice and only mailed copies will be sent. Please contact the court EBN Coordinator or the BNC to resolve the issue and have electronic noticing service reinstated. Either party may terminate this Agreement without cause by giving the other party written notice.

NOTE: The BNC does not process all the notices you may receive in a case. Notices generated by trustees, attorneys, debtors, and some court-generated notices or orders will continue to be mailed to the address of record at the court.

CHOOSE ONE METHOD

Internet E-Mail with PDF Attachment

Notices are delivered to addresses based on the court's case records, please enter subscriber name and address EXACTLY as it appears on current notices. The following information will only be used to set up your account for the name and address matching process. You may attach additional names and addresses (spelling variations) for which you receive bankruptcy notices.

Firm/Company -OR- Individual Name		E-Mail Address to Receive Notices: _____
Address Line 1		Email options: (Check one) <input type="checkbox"/> 1 e-mail with 1 attachment containing up to 2 mb, or approximately 25 notices (default) <input type="checkbox"/> 1 e-mail with multiple attachments, up to 25 (1 notice per attachment) <input type="checkbox"/> individual e-mail message and attachment for each notice
Address Line 2		
Address Line 3		
City, State		Voice Phone Number:
Zip (Zip +4 Required)		To find your 9 digit zip, go to: www.usps.com/ncsc/lookups/lookups.htm
<i>(For a company/corporation)</i> Under penalty of perjury, I the undersigned affirm that I am an authorized officer of the above named company or corporation and I am duly authorized to enter into this agreement on behalf of the named company or corporation; and I affirm that bankruptcy notices for the above named entity, and any attached company names (spelling variations) and addresses, should legally be directed to the named company. I understand that no legal relationship is created between the entity receiving bankruptcy notices herein and the BNC by this election or submission of this form and that neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or as future amendments, modifications or substitutions for this information on behalf of this entity. Name: Signature: Date:		<i>(For an individual or trustee)</i> Under penalty of perjury, I affirm that bankruptcy notices for my name and addresses provided above, and any attached spelling variations, should legally be directed to my e-mail address above. I understand that no legal relationship is created between the entity receiving bankruptcy notices herein and the BNC by this election or submission of this form and that neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or as future amendments, modifications or substitutions for this information on behalf of this entity. Signature: Date:
Corporate Officer Title (If applicable)		

For the Court: _____ **District:** _____ **Date:** _____

Clerk's office must route to BNC for implementation.

(5/25/00)

CHOOSE ONE METHOD

Facsimile Transmission

Notices are delivered to addresses based on the court's case records, please enter subscriber name and address EXACTLY as it appears on current notices. The following information will only be used to set up your account for the name matching process. You may attach additional names and addresses (spelling variations) for which you receive bankruptcy notices.

Firm/Company		Fax Number to Receive Notices: _____	
-OR-			
Individual Name		Fax notices will be grouped up to 30 pages under one cover sheet	
Address Line 1		Voice Phone Number: _____	
Address Line 2			
Address Line 3			
City, State			
Zip (Zip +4 Required)		To find your 9 digit zip, go to: www.usps.com/ncsc/lookups/lookups.htm	
<i>(For a company/corporation)</i> Under penalty of perjury, I the undersigned affirm that I am an authorized officer of the above named company or corporation and I am duly authorized to enter into this agreement on behalf of the named company or corporation; and I affirm that bankruptcy notices for the above named entity, and any attached company names (spelling variations) and addresses, should legally be directed to the named company. I understand that no legal relationship is created between the entity to receive bankruptcy notices herein and the BNC by this election or submission of this form and that neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or as amendments, modifications or substitutions for this information on behalf of this entity. Name: Signature: Date:		<i>(For an individual or trustee)</i> Under penalty of perjury, I affirm that bankruptcy notices for my name and addresses provided above, and any attached spelling variations, should legally be directed to my fax number above. I understand that no legal relationship is created between the entity to receive bankruptcy notices herein and the BNC by this election or submission of this form and that neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or as amendments, modifications or substitutions for this information on behalf of this entity. Signature: Date:	
Corporate Officer Title: (If applicable)			

For the Court: _____ **District:** _____ **Date:** _____

Clerk's office must route to BNC for implementation.

(5/25/00)

Appendix B - Noticing Agreement - Send to BNC

The court you have selected has delegated the sign-up process for implementing EBN Noticing Agreements to the BNC. Fill in the appropriate data on the attached agreement, sign it and send it to the BNC at the address listed on the agreement. You must have an agreement with each court from which you wish to receive electronic notices. You may become either an E-Mail Noticing or a Fax Noticing with each court, but not both.

United States Bankruptcy Court
District of _____
Direct BNC Sign-up Agreement
Electronic Bankruptcy Noticing Agreement

(To initiate electronic bankruptcy noticing via fax or Internet e-mail with PDF attachment.)

Company or Law Firm Name of Subscriber: _____

OR Individual Name of Subscriber: _____

The court is requested to transmit bankruptcy notices electronically through the Bankruptcy Noticing Center (BNC) pursuant to Federal Rule of Bankruptcy Procedure 9036.

This Agreement is provided by the U.S. Bankruptcy Court and may not be altered or changed in any manner. If you, or your company, wish to receive bankruptcy notices from this court electronically instead of through the US mail, please complete this Agreement indicating one of the electronic methods offered and mail or fax it to the court's noticing contractor at:

BAE Systems - Attention BNC Dept.
11400 Commerce Park Drive
Reston, VA 20191
Fax: (703) 758-7370

For Additional Information: EBN web page www.EBNuscourts.com and toll free help line 1-877-837-3424

How the Program Works:

Redundant Mode. Entities that complete and return this form to the BNC will have EBN service initiated in approximately two weeks. If you choose the Internet e-mail with a copy of the notice attached in Adobe Portable Document Format (PDF) format method, your e-mail system must return a Delivery Status Notification (DSN) receipt upon notice delivery. For a list of known DSN e-mail providers and a link to download the required free PDF viewer software from Adobe Systems, visit the EBN web page at : <http://www.EBNuscourts.com>. The BNC will initially conduct a test to confirm that your e-mail account will return the required DSN receipt or that the fax number is working. During the first 30 days of EBN service, the BNC will send the notice electronically as well as mail the paper copy to allow you to confirm the process is working properly. Whether fax or e-mail, upon expiration of the 30 day redundant mode (redundant mode begins from the date the BNC sets up your service, not the date of your first EBN notice) all future notices processed by the BNC for this court will only be sent electronically without further notice.

Name Matching. The BNC software will attempt to match the name and address provided on this form to the address included in the court's notice instructions. In most cases, the addresses in the court's computer files are provided by the debtor. The BNC software will attempt to match the name (without punctuation) and address and send the notice electronically. If the recipient name and address in the court's notice instructions do not match the name and address on this form, the BNC will mail the notice. If applicable, submit additional names and addresses that debtors designate for you or your company to the BNC. **You must notify the BNC should your e-mail, fax, or names and addresses used for electronic noticing change.**

In Case of Error. The BNC maintains a record confirming delivery of the electronic notice. If the BNC is unable to confirm receipt of the delivery for any reason, the notice will be printed and mailed the following day. The BNC will not retransmit notices. Should electronic noticing delivery to you be unsuccessful three consecutive times, the service will be terminated without further notice and only mailed copies will be sent. Please contact the BNC to resolve the issue and have electronic noticing service reinstated. Either party may terminate this Agreement without cause by giving the other party written notice.

NOTE: The BNC does not process all the notices you may receive in a case. Notices generated by trustees, attorneys, debtors, and some court-generated notices or orders will continue to be mailed to the address of record at the court.

CHOOSE ONE METHOD

Internet E-Mail with PDF Attachment

Notices are delivered to addresses based on the court's case records, please enter subscriber name and address EXACTLY as it appears on current notices. The following information will only be used to set up your account for the name and address matching process. You may attach additional names and addresses (spelling variations) for which you receive bankruptcy notices.

Firm/Company -OR- Individual Name		E-Mail Address to Receive Notices: _____	
Address Line 1		Email options: (Check one) <input type="checkbox"/> 1 e-mail with 1 attachment containing up to 2 mb, or approximately 25 notices (default) <input type="checkbox"/> 1 e-mail with multiple attachments, up to 25 (1 notice per attachment) <input type="checkbox"/> individual e-mail message and attachment for each notice	
Address Line 2			
Address Line 3			
City, State		Voice Phone Number:	
Zip (Zip +4 Required)		To find your 9 digit zip, go to: www.usps.com/ncsc/lookups/lookups.htm	
<i>(For a company/corporation)</i> Under penalty of perjury, I the undersigned affirm that I am an authorized officer of the above named company or corporation and I am duly authorized to enter into this agreement on behalf of the named company or corporation; and I affirm that bankruptcy notices for the above named entity, and any attached company names (spelling variations) and addresses, should legally be directed to the named company. I understand that no legal relationship is created between the entity receiving bankruptcy notices herein and the BNC by this election or submission of this form and that neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or as future amendments, modifications or substitutions for this information on behalf of this entity. Name: Signature: Date:		<i>(For an individual or trustee)</i> Under penalty of perjury, I affirm that bankruptcy notices for my name and addresses provided above, and any attached spelling variations, should legally be directed to my e-mail address above. I understand that no legal relationship is created between the entity receiving bankruptcy notices herein and the BNC by this election or submission of this form and that neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or as future amendments, modifications or substitutions for this information on behalf of this entity. Signature: Date:	
Corporate Officer Title (If applicable)			

CHOOSE ONE METHOD

Facsimile Transmission

Notices are delivered to addresses based on the court's case records, please enter subscriber name and address EXACTLY as it appears on current notices. The following information will only be used to set up your account for the name matching process. You may attach additional names and addresses (spelling variations) for which you receive bankruptcy notices.

Firm/Company -OR- Individual Name		Fax Number to Receive Notices: _____ Fax notices will be grouped up to 30 pages under one cover sheet	
Address Line 1		Voice Phone Number: _____	
Address Line 2			
Address Line 3			
City, State			
Zip (Zip +4 Required)		To find your 9 digit zip, go to: www.usps.com/ncsc/lookups/lookups.htm	
<i>(For a company/corporation)</i> Under penalty of perjury, I the undersigned affirm that I am an authorized officer of the above named company or corporation and I am duly authorized to enter into this agreement on behalf of the named company or corporation; and I affirm that bankruptcy notices for the above named entity, and any attached company names (spelling variations) and addresses, should legally be directed to the named company. I understand that no legal relationship is created between the entity to receive bankruptcy notices herein and the BNC by this election or submission of this form and that neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or as amendments, modifications or substitutions for this information on behalf of this entity. Name: Signature: Date:		<i>(For an individual or trustee)</i> Under penalty of perjury, I affirm that bankruptcy notices for my name and addresses provided above, and any attached spelling variations, should legally be directed to my fax number above. I understand that no legal relationship is created between the entity to receive bankruptcy notices herein and the BNC by this election or submission of this form and that neither the BNC nor the court bears any liability for errors resulting from the information submitted herein or as amendments, modifications or substitutions for this information on behalf of this entity. Signature: Date:	
Corporate Officer Title: (If applicable)			

Appendix C - Evidence of Authority Form - Related Names

ELECTRONIC BANKRUPTCY NOTICING
Evidence of Authority Form
Related Names

This form must be completed as an attachment to the Electronic Noticing Agreement whenever electronic notices from a U.S. Bankruptcy Court are addressed to a related company, i.e., parent or subsidiary company, of the subscriber company, or individual attorneys of a subscriber law firm, and the notices are to be delivered to a single electronic mail account or fax number.

Please be advised that _____ (subscriber company name/subscriber law firm name) owns, or is a subsidiary of, the following specifically named related companies and /or brand names, or is a law firm subscriber, and that the subscriber is duly authorized to receive, electronic versions of all notices as described in the Electronic Noticing Agreement which are addressed to such related company names or individual attorneys of the subscriber law firm.

This Agreement is provided by the U.S. Bankruptcy Court and may not be altered or changed in any manner. **Subscriber must present this form for approval to each bankruptcy clerk's office with which it has an Electronic Noticing Agreement.** Any combination of names and addresses submitted below will be used to match against the recipient list for a particular notice and thereby be identified for electronic transmission. The BNC may contact you for an electronic name and address list if 10 or more names and addresses are attached.

Related Names: (If necessary, attach additional names and address)

Related Addresses: (Zip + 4 required)

Under penalty of perjury, I the undersigned affirm I am an authorized officer of the above named subscriber company, corporation or law firm and I am duly authorized to enter into this electronic noticing agreement on behalf of the named subscriber company, corporation or law firm and all related names provided for by this agreement; and I affirm that bankruptcy notices for the related names and addresses provided above should be directed to the named subscriber. I understand I am solely responsible for the accuracy of the name and address information provided and that neither the U.S. Courts nor the Bankruptcy Noticing Center (BNC) will be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy or error in the provided information. I understand that no legal relationship is created between the entity to receive bankruptcy notices herein and the BNC or the court by this election or submission of this form. **I understand I have a duty to inform each bankruptcy clerk's office should the subscriber no longer be the legal recipient of the bankruptcy notices for any of the related names or addresses submitted above.**

By Subscriber (company/law firm name): _____

Name (print): _____ Signature: _____ Date: _____

Title: _____ Phone: _____

For the Court: _____ **District:** _____ **Date:** _____

Clerk's Office must route to the BNC for implementation. (3/31/00)

Appendix D - Evidence of Authority Form - Authorized Agent

ELECTRONIC BANKRUPTCY NOTICING

Evidence of Authority Form

Authorized Agent

*This form must be completed as an attachment to the Electronic Noticing Agreement when electronic notices from a U.S. Bankruptcy Court should be directed to an **Authorized Agent** of another company.*

Please be advised that pursuant to the Federal Rule of Bankruptcy Procedure 2002(g)

_____ (subscriber) is the authorized agent to receive bankruptcy notices for the following company (the principal) and its subsidiaries.

Subscriber must present this form for approval to each bankruptcy clerk's office with which it has an Electronic Noticing Agreement.

Any combination of names and addresses submitted below will be used to match against the recipient list for a particular notice, and thereby be identified for electronic transmission. The Bankruptcy Noticing Center (BNC) may contact you for an electronic name and address list if 10 or more names and addresses are attached.

Principal company name and any subsidiaries for which bankruptcy notices should be sent to the subscriber/agent: (If necessary, attach additional names)

Addresses: (If necessary, attach additional principal company addresses)

Under penalty of perjury, I the undersigned affirm I am an authorized officer of the principal company/corporation _____ (principal company name) and I am duly authorized to enter into this electronic noticing agreement on behalf of the named principal company or corporation and all related company names and addresses provided above; and I affirm that bankruptcy notices for the principal company names and addresses above should be directed to the following subscriber/agent company: _____ (subscriber/agent) pursuant to the Electronic Noticing Agreement. I understand that no legal relationship is created between the entity to receive bankruptcy notices herein and the BNC by this election or submission of this form and that neither the BNC nor the court bears any liability for errors resulting from the information submitted herein. **I understand I have a duty to inform each bankruptcy clerk's office should the subscriber no longer be authorized to receive my company's bankruptcy notices.**

Principal Company Officer Name (print): _____ Title: _____

Officer Signature: _____ Date: _____

Officer Phone: _____

For the Court: _____ **District:** _____ **Date:** _____

Clerk's Office must route to the BNC for implementation.

(1/12/00)

Appendix E - Name & Address Change Form - Send to Court

The court you have selected uses a court review process for implementing Name & Address changes. Fill in the appropriate data on the attached agreement, sign it and send it to the court (see Appendix H for court address)

**. ELECTRONIC BANKRUPTCY NOTICING
NAME and ADDRESS CHANGE FORM for
E-MAIL or FAX
NOTICING AGREEMENT
*Local Court Monitoring Template Agreement***

Please be advised we _____ wish to modify, with the names and addresses submitted below, all Subscriber Noticing Agreements with the bankruptcy courts. As required by the Agreement, Subscriber is sending these name and address changes to each bankruptcy court with which it has an Agreement. Subscriber agrees that it is solely responsible for the accuracy of the name and address information provided and that the Bankruptcy Noticing Center will not be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy or error in the attached information.

If your Fax number has changed enter: Old number here: _____

New number here: _____

If your E-Mail address has changed enter: Old address here: _____

New address here: _____

Names to be added: (If necessary, attach additional names)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Names to be deleted: (If necessary, attach additional names)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Addresses to be added: (If necessary, attach additional addresses)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Addresses to be deleted: (If necessary, attach additional addresses)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: _____

Subscriber: _____

Signature: _____

For the Court:_____ District:_____ Date:_____

Appendix F - Name & Address Change Form - Send to BNC

The court you have selected has delegated the process for implementing Name & Address changes to the BNC. Fill in the appropriate information, sign it, and Fax the signed form and updated list to the Bankruptcy Noticing Center (BNC) at 703-758-7370. Also, send a copy of the change form and a hard copy of the updated name and address list to each court with which you have a Noticing Agreement.

**ELECTRONIC BANKRUPTCY NOTICING
NAME and ADDRESS CHANGE FORM for
E-MAIL or FAX
NOTICING AGREEMENT**
Direct BNC Template Agreement

Please be advised we _____ wish to modify, with the names and addresses submitted below, all Subscriber Noticing Agreements with the bankruptcy courts. As required by the Agreement, Subscriber is sending these name and address changes to the Bankruptcy Noticing Center and is sending a copy of the changes to each bankruptcy court with which it has an Agreement. Subscriber agrees that it is solely responsible for the accuracy of the name and address information provided and that the Bankruptcy Noticing Center will not be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy or error in the attached information.

If your Fax number has changed enter: Old number here: _____

New number here: _____

If your E-Mail address has changed enter: Old address here: _____

New address here: _____

Names to be added: (If necessary, attach additional names)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Names to be deleted: (If necessary, attach additional names)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Addresses to be added: (If necessary, attach additional addresses)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Addresses to be deleted: (If necessary, attach additional addresses)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: _____

Subscriber: _____

Signature: _____

Appendix G - Electronic File Formats

If a Noticing Partner has more than 10 names and addresses for the Noticing Agreement (for the initial agreement or for updates), electronic file copies of the names and addresses should be sent to the BNC for entry into the BNC electronic noticing system. Please use the following guidelines when creating the electronic files:

- Please provide two files: (1) a file containing the names and (2) a file containing the addresses. Files should be in ASCII format.
- Name files should be single spaced with one name per line. It is ok to have duplicate names in the file. Do not place blank lines between the names.
- Address files can be in one of two formats: (1) "pipe-delimited" or (2) "one-up."
- Email the files to ebn@noticingcenter.com.

(1) Pipe-delimited format

Provide one address per line with pipe-symbols ('|') separating the address elements. There should be a maximum of 4 address elements per line. If there are fewer than 4 address elements add a pipe for each missing element. Do not place blank lines between. It is ok to have spaces between an address element and a pipe symbol, but not ok to have tabs between an address element and a pipe symbol. End the line with a pipe symbol, but do not start the line with a pipe symbol.

Examples:

```
Atlanta Service Center|Post Office Box 48111|Atlanta GA 30362||  
1040 Waverly Street|Holtsville NY 00501|||  
1107 48th Ave. North|Suite 210 |Myrtle Beach, S.C. 29577 ||  
Mdp-39|Room 653|1835 Assembly Street|Columbia SC 29201|
```

(2) One-up format

Provide up to 4 elements per address with one line per address element and one blank line between addresses. There can be no blank lines within an address.

Examples:

```
NJ Division of Taxation  
PAYCO COLLECTION  
PO BOX 999  
EDISON NJ 08818
```

```
Division of Taxation  
50 Barrack St.  
PO Box 269  
Trenton NJ 08646
```

```
PO Box 046  
Trenton NJ 08646-0046
```

Appendix H - Court Address List

If you are unable to reach the Point of Contact identified in the Court Address List, please call the BNC at 877-837-3424.

Name	District Name	Address1	Address2	Address3	POC	Phone
U.S. Bankruptcy Court	Alabama - Middle	1 Court Square, Suite 127	Montgomery, AL 36102		Yvonne Kemp	334-206-6336
U.S. Bankruptcy Court	Alabama - North	1800 5th Avenue N.	Birmingham, AL 35203		Becky Walker	205-714-3942
U.S. Bankruptcy Court	Alabama - South	201 Saint Louis St.	Mobile, AL 36602		Gregg Roberts	334-441-5391
U.S. Bankruptcy Court	Alaska	605 W. Fourth Avenue	Anchorage, AK 99501-2296		Doug Newman	907-271-2655
U.S. Bankruptcy Court	Arizona	2929 N Central Ave.	9th Floor	Phoenix, AZ 85012	Brett Montana	602-640-5800 X276
U.S. Bankruptcy Court	Arkansas	300 W. Second Street	Little Rock, AR 72201		Karen Waldroff	501-918-5560
U.S. Bankruptcy Court	California - Central	Roybal Federal Building	255 East Temple Street	Los Angeles, CA 90012	Vicky Alcala	213-894-5110
U.S. Bankruptcy Court	California - East	501 I Street, Suite 3-200	Sacramento CA 95814		Jack Laymon	916-930-4463
U.S. Bankruptcy Court	California - North	235 Pine Street	San Francisco, CA 94104		Wendy Kan	415-268-2340
U.S. Bankruptcy Court	California - South	325 West F Street	San Diego, CA 92101-6991		Kurt Herbold	619-557-2692
U.S. Bankruptcy Court	Colorado	721 19th Street	Denver, CO 80202		Dianne Hunter	303-844-0288
U.S. Bankruptcy Court	Connecticut	450 Main Street	Hartford, CT 06103		Barbara Germain	860-240-2610 X44
U.S. Bankruptcy Court	Delaware	824 Market Street	5th Floor	Wilmington, DE 19801	Clerk	302-573-6601
U.S. Bankruptcy Court	District of Columbia	333 Constitution Ave., NW	U.S. Courthouse Room 4400	Washington, DC 20001	Kevin Clark	202-273-0042 X102
U.S. Bankruptcy Court	Florida - Middle	Sam M. Gibbons United States Courthouse	801 N. Florida Ave. Suite 727	Tampa, FL 33602-3899	Laurie Ellwood	813-301-5063
U.S. Bankruptcy Court	Florida - Middle	311 West Monroe St.	Jacksonville, FL 32201		Gull Weaver	904-232-2852 X7320
U.S. Bankruptcy Court	Florida - North	227 N. Bronough St., Rm. 3120	Tallahassee, FL 32301		Joe Goodie	850-942-8956
U.S. Bankruptcy Court	Florida - South	51 SW 1st AV, 15th Floor	Miami FL 33130		Joe Falzone	305-536-5216 X3094
U.S. Bankruptcy Court	Georgia - Middle	433 Cherry Street	Macon, GA 31201		Robley Willis	912-752-3506 X3342
U.S. Bankruptcy Court	Georgia - North	1340 Russell Building	75 Spring Street, S.W.	Atlanta, GA 30303-3363	Doris Houston	404-215-1034
U.S. Bankruptcy Court	Georgia - South	827 Telfair Street	Suite 150	Augusta, GA 30903	Cindy Ryan	912-650-4100
U.S. Bankruptcy Court	Hawaii	1132 Bishop Street, Suite 250L	Honolulu, HI 96813		Randall Sugiyama	808-522-8117
U.S. Bankruptcy Court	Idaho	550 West Fort MSC042	Boise, Idaho 83724		Sue Beitia	208-334-9464
U.S. Bankruptcy Court	Illinois - Central	226 U.S. Courthouse	600 E. Monroe Street	Springfield, IL 62701	Shirley Aleguas	217-492-4261
U.S. Bankruptcy Court	Illinois - North	219 S Dearborn ST	Chicago IL 60604		Arnaldo Rivera	312-435-6869
U.S. Bankruptcy Court	Illinois - South	750 Missouri Avenue	East St. Louis, IL 62201		Mary Kelemetc	618-482-9308
U.S. Bankruptcy Court	Indiana - North	401 S. Michigan St.	South Bend, IN 46601-2196		Guy Weeks	219-236-8238
U.S. Bankruptcy Court	Indiana - South	46 E. Ohio St. Rm. 123	Indianapolis, IN 46204		Terry O'Donnell	317-229-3804
U.S. Bankruptcy Court	Iowa - North	Suite 800	425 2nd Street SE	Cedar Rapids, IA 52401	Kirk Leggott	319-286-2222
U.S. Bankruptcy Court	Iowa - South	110 E. Court Ave Suite 300	Des Moines, Iowa 50309		Bill Gast	515-284-6230
U.S. Bankruptcy Court	Kansas	167 U. S. Courthouse	401 N. Market	Wichita, KS 67202	Larry White	316-269-6691
U.S. Bankruptcy Court	Kentucky - East	200 Merrill Lynch Plaza	100 East Vine Street	Lexington, KY 40507-1406	Chris Tuttle	606-233-2659
U.S. Bankruptcy Court	Kentucky - West	546 U.S. Courthouse	601 W. Broadway	Louisville, KY 40202	Michelle Pierce	502-582-5454
U.S. Bankruptcy Court	Louisiana - East	501 Magazine Street	Suite 601	New Orleans, LA 70130	Frank Radosta	504-589-7878 X7870
U.S. Bankruptcy Court	Louisiana - Middle	707 Florida Street	Room 119	Baton Rouge, LA 70801	Lynn Burkett	504-389-0211 X216
U.S. Bankruptcy Court	Louisiana - West	U.S. Courthouse, Suite 2201	300 Fannin St.	Shreveport, LA 71101	Carole Lacefield	318-676-4267
U.S. Bankruptcy Court	Maine	537 Congress Street	Portland, ME 04101		Karyn Scovill	207-780-3482
U.S. Bankruptcy Court	Maryland	101 W. Lombard Street	Suite 919	Baltimore, MD 21201	Diana Polling	410-962-3690

Name	District Name	Address1	Address2	Address3	POC	Phone
U.S. Bankruptcy Court	Massachusetts	10 Causeway Street	Rm. #1101	Boston, MA 02222	Phyllis Enman	617-565-6072
U.S. Bankruptcy Court	Michigan - East	211 W. Fort Street	Detroit, MI 48226		Bonnie White	313-234-0072
U.S. Bankruptcy Court	Michigan - West	110 Michigan St.,NW	Grand Rapids, MI 49501		Mike Ley	616-456-2540
U.S. Bankruptcy Court	Minnesota	301 U.S. Courthouse	300 South 4th Street	Minneapolis, MN 55415	Ed Fisher	612-664-5231
U.S. Bankruptcy Court	Mississippi - North	301 West Commerce Street	Thomas G. Abernethy Fed. Bldg. Rm. #205	Aberdeen, MS 39730	Joyce Bell	601-369-1048
U.S. Bankruptcy Court	Mississippi - South	100 E. Capital St.	Room 101	Jackson, MS 39201	Carolyn Spears	601-965-5312
U.S. Bankruptcy Court	Mississippi - South	725 Washington Loop	Suite 117	Biloxi, MS 39530-2267	Clerk	601-432-5542
U.S. Bankruptcy Court	Missouri - East	211 N. Broadway, 7th Floor	St. Louis, MO 63102-2734		Bill Wolfenbarger	314-425-4222 X350
U.S. Bankruptcy Court	Missouri - West	400 East 9th Street, Room 1510	Kansas City, MO 64106		Roberta Kostrow	816-512-1818
U.S. Bankruptcy Court	Montana	Federal Building, Room 273	400 North Main	Butte, MT 59701	Bernard McCarthy	406-782-1043 X203
U.S. Bankruptcy Court	Nebraska	215 No. 17 St., Rm. 8419	Omaha, NE 68102		Sheri Sorensen	402-221-4665
U.S. Bankruptcy Court	New Hampshire	275 Chestnut St., Rm #404	Manchester, NH 03101		Kerri Mikolaities	603-666-7789
U.S. Bankruptcy Court	New Jersey	Martin Luther King JR Federal Building	50 Walnut ST	Newark NJ 07102	John Heim	973-645-6474 X2269
U.S. Bankruptcy Court	New Mexico	421 Gold Avenue SW	Albuquerque, NM 87102-3254		Wanda Meriweather	505-248-5009
U.S. Bankruptcy Court	New York - East	75 Clinton Street	Brooklyn, NY 11201		Ann Zito	718-330-2188 X232
U.S. Bankruptcy Court	New York - North	James T. Foley Courthouse	445 Broadway, Suite 330	Albany, NY 12207	Sally Mears	518-257-1627
U.S. Bankruptcy Court	New York - South	One Bowling Green Rm 534	New York, NY 10004		Dick Moylan	212-668-2870 X3524
U.S. Bankruptcy Court	New York - West	68 Court Street	Room 310	Buffalo, NY 14202	Jeffrey Brown	716-551-4130
U.S. Bankruptcy Court	North Carolina - East	300 Fayetteville St. Mall Rm 209	Century Station	Raleigh, NC 27602	Barbara Langston	919-856-4752
U.S. Bankruptcy Court	North Carolina - East	1760 Parkwood Boulevard	Wilson, NC 27894		Barbara Langston	252-237-0248 X139
U.S. Bankruptcy Court	North Carolina - Middle	101 South Edgeworth St.	Greensboro, NC 27401		Linda Ball	336-333-5647 X3104
U.S. Bankruptcy Court	North Carolina - West	401 West Trade St.	Room 111	Charlotte, NC 28202	Karen Heavner	704-350-7574
U.S. Bankruptcy Court	North Dakota	Quentin N. Burdick U.S. Courthouse	655 1st Ave. N., Suite 210	Fargo, ND 58102-4932	Kathleen Coder	701-297-7108
U.S. Bankruptcy Court	Ohio - North	201 Cleveland Ave., SW	Canton, OH 44702		Bob Peel	330-489-4709
U.S. Bankruptcy Court	Ohio - South	120 West 3rd Street	Dayton, OH 45402		Derrick Bolen	937-225-2516 X316
U.S. Bankruptcy Court	Oklahoma - East	111 West 4th Street, Room 216	Okmulgee, OK 74447		Fred Burks	918-758-0127 X224
U.S. Bankruptcy Court	Oklahoma - North	224 S. Boulder	Room 105	Tulsa, OK 74103	Don Boyle	918-581-7181 X241
U.S. Bankruptcy Court	Oregon	1001 SW 5th Ave #700	Portland OR 97204		Rose Thrush	503-326-2231 X143
U.S. Bankruptcy Court	Pennsylvania - East	Suite 300 The Madison	400 Washington Street	Reading, PA 19601	Carol Emerich	610-320-5164
U.S. Bankruptcy Court	Pennsylvania - Middle	320 Federal Building	3rd & Walnut Sts.	Harrisburg, PA 17108	Tina Helman	717-901-2800
U.S. Bankruptcy Court	Pennsylvania - West	5414 USX Tower	600 Grant Street	Pittsburgh, PA 15219	Jim Kocur	412-644-4060 X137
U.S. Bankruptcy Court	Puerto Rico	Federal Bldg., Room 691	Chardon Avenue	Hato Rey, PR 00918	Clerk	809-766-5123
The Federal Center	Rhode Island	380 Westminster Wall	Providence, RI 02903		Craig Balme	401-528-4477 X40
U.S. Bankruptcy Court	South Carolina	1100 Laurel Street	Columbia, SC 29201		Frank Baker	803-765-5436 X3042
U.S. Bankruptcy Court	South Dakota	400 S. Phillips Ave.	Rm. # 104	Sioux Falls, SD 57104	Milton Schwartz	605-330-4541

<u>Name</u>	<u>District Name</u>	<u>Address1</u>	<u>Address2</u>	<u>Address3</u>	<u>POC</u>	<u>Phone</u>
U.S. Bankruptcy Court	Tennessee - East	31 East 11th Street	Chattanooga, TN 37402		Susan Nail	423-752-5163 X2234
U.S. Bankruptcy Court	Tennessee - West	200 Jefferson Ave, Room 413	Memphis, TN 38103		Connie Wilson	901-328-3642
U.S. Bankruptcy Court	Texas - East	200 E. Ferguson	2nd Floor	Tyler, TX 75702	Paul Martin	903-590-1212 X204
U.S. Bankruptcy Court	Texas - North	Suite 12A24, 1100 Commerce	Dallas, TX 75242		Brenda Schrader	214-753-2085
U.S. Bankruptcy Court	Texas - South	515 Rusk Ave.	Rm. 1217	Houston, TX 77002	Terri Ferguson	713-250-5691
U.S. Bankruptcy Court	Texas - West	615 E. Houston Street, Room # 148	San Antonio, TX 78205		Steve Moore	210-472-6720 X275
U. S. Bankruptcy Court	Utah	Frank E. Moss Courthouse Rm. 301	350 S. Main St.	Salt Lake City, UT 84101	Bill Stillgebauer	801-524-6565
U.S. Bankruptcy Court	Vermont	67 Merchants Row	Rutland, VT 05701		Gary Gfeller	802-747-7646
U.S. Bankruptcy Court	Virginia - East	1100 East Main Street, Room 310	Richmond, VA 23206		Karin Doggett	804-916-2472
U.S. Bankruptcy Court	Virginia - West	210 Church Avenue	Suite 200	Roanoke, VA 24011	Clerk	703-857-2391
U.S. Bankruptcy Court	Washington - East	904 West Riverside, Suite 304	Spokane, WA 99201		Dianna Cunningham	509-353-2404 X225
U.S. Bankruptcy Court	Washington - West	315 Park Place Bldg.	1200 Sixth Avenue	Seattle, WA 98101	Margaret Hoyle	206-553-7545 X666
U.S. Bankruptcy Court	West Virginia - North	12th And Chapline Street	3rd Floor, Room # 300	Wheeling, WV 26003	Clerk	304-233-1655
U.S. Bankruptcy Court	West Virginia - South	300 Virginia Street East	Room 2400	Charleston, WV 25301	Jo Proops	304-347-3011
U.S. Bankruptcy Court	Wisconsin - East	U.S. Courthouse Rm 126	517 East Wisconsin Ave.	Milwaukee, WI 53202-4581	Sandra Weckwerth	414-297-4052
U.S. Bankruptcy Court	Wisconsin - West	120 N. Henry St.	Room 340	Madison, WI 53703	Julie Ellingson	608-264-5178
U.S. Bankruptcy Court	Wyoming	2120 Capital Ave.	Cheyenne, WY 82001		Tim Ellis	307-772-2191